

**OFFICE OF THE PROVOST, HOWARD UNIVERSITY**  
**ACADEMIC YEAR 2022-2023 REVIEW SCHEDULE FOR APPLICATIONS**  
**FROM CANDIDATES FOR PROMOTION AND/OR TENURE**  
**IN COLLEGES AND SCHOOLS WITH DEPARTMENTS**

**This document is intended to provide guidance to applicants and administrators regarding the University’s Promotion and Tenure processes and deadlines. This document does not create any contractual terms between faculty members and the University or its administrators. This document does not change any of the terms of the University’s Faculty Handbook. *This document is subject to change in accordance with the Academic Calendar due to the COVID-19 pandemic.***

**FEBRUARY - APRIL 2022:** Faculty, Chairs, and Deans complete *Faculty Success* and *Faculty Success Workflow* trainings. (If you have not yet completed these trainings, you may access them by clicking [here](#).)

**FEBRUARY - JULY 2022:** Faculty members enter all research, teaching and service accomplishments since their most recent change in faculty rank or tenure status (or, if this is their first application for promotion and/or tenure, since their initial appointment) into the *Faculty Success* activities database.

**APRIL - JUNE 2022:** Registration period for candidates who are eligible for promotion<sup>1</sup> and/or tenure<sup>2</sup> to request an application for promotion and/or tenure this year. Click [here](#) to request an application. Requestors should anticipate receipt of their *Faculty Success* application for promotion and/or tenure within one-week, following eligibility confirmation.

**APRIL 15, 2022:** *Faculty Success Promotion & Tenure Application Submission Portal* opens. To apply for promotion and/or tenure, [request an application](#), and, once you receive your invitation, log into [Faculty Success](#), click on **Workflow** and select the hyperlinked promotion and/or tenure application in your inbox<sup>3</sup>. The application shall contain a current curriculum vitae (CV), a Faculty Activity Report documenting the applicant’s record of achievement, and the

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<sup>1</sup> There are four different types of appointment that are eligible for promotion (namely, the probationary tenure-track and tenured faculty, the non-tenured renewable term clinical educator track faculty in the health sciences colleges and the School of Communications, and the non-tenured renewable term research track faculty in the College of Medicine).

<sup>2</sup> Only probationary tenure-track faculty are eligible for tenure.

<sup>3</sup> Promotion and/or Tenure applicants will also receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com)> informing them that the application form is available for them to complete. The subject line will include the applicant’s name and the phrase “Invitation to Complete Submission”. Applicants should add [dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com) to their approved senders list in order to ensure the email is not sent inadvertently to spam.

names of two (2) recommended external reviewers. This information will provide the basis for review of the faculty member's application for promotion and/or tenure.

**MAY 1, 2022:** Deadline for applicants for promotion and/or tenure to submit the names of their two recommended external reviewers<sup>4</sup> in *Faculty Success*.

**MAY 13, 2022:** Deadline for the department APT committee to submit the names of recommended external reviewers in *Faculty Success*.

**MAY 16, 2022:** Deadline for the Department Chair to submit the names of recommended external reviewers in *Faculty Success*.

**AUGUST 1, 2022:** Deadline for applicants for promotion and/or tenure to submit their applications.

**AUGUST 5, 2022:** Deadline for the chair of the department to finalize the list of confirmed external reviewers and forward the application to each external reviewer for evaluation, along with a statement of the relevant criteria for tenure and/or promotion to the faculty rank the applicant is seeking, via *Faculty Success*.

**SEPTEMBER 30, 2022:** Deadline for external reviewers to submit their evaluations to *Faculty Success*.

**OCTOBER 1, 2022:** Deadline for the chair of the department to verify all four (4) external review letters have been submitted and forward the applicant's completed file to the APT committee to complete its Section II evaluation in *Faculty Success*. **Given their central importance to the overall process, faculty committees and administrators at every level must take the external evaluations into account before formulating their recommendation regarding the application.**

### **Departmental Review**

The departmental review will observe the following procedures, completing the review within three (3) weeks of having assembled the full application file, including the four external review letters:

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<sup>4</sup> The reviewers must be persons external to Howard University, who are experts in the applicant's discipline and who are affiliated with research universities or comparable institutions (e.g., federal agencies, such as NIH, NSF, NEA, HRSA; national laboratories, such as Brookhaven National Laboratory, FermiLab; policy institutes, such as Brookings Institution, Rand Corporation, the Wilson Center; national professional organizations, such as American Psychological Association, American Medical Association, American Historical Association). Each external reviewer should hold the academic rank of Associate Professor (or its equivalent) or higher. The chief purpose of the external review letters is to obtain an objective evaluation of the applicant's scholarship, which includes research publications or evidence of creative work appropriate to the applicant's field or discipline.

- (1) Members of the department APT committee will receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com)> informing them that the applicant's completed file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add [dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com) to your approved senders list in order to ensure the email is not sent inadvertently to spam.)
- (2) Once the department APT committee members have reviewed the applicant's file in *Faculty Success*, the APT committee chair will call a meeting of the APT committee for the announced purposes of evaluating the applicant's performance and voting on whether to recommend tenure and/or promotion.
- (3) The department APT committee chair will complete and submit the Section II form in *Faculty Success*. Specifically, the committee chair will (a) provide the required evaluative statement of the applicant's performance, (b) record the vote, (c) record the committee's recommendation, and (d) transmit the results, along with the application file to the Department Chair. NOTE: Members of the committee will have read-only access to the Section II form that the APT committee chair completes on the committee's behalf in *Faculty Success*.  
**Deadline: 10/14/22**
- (4) The Department Chair will complete and submit the Section III form in *Faculty Success*. Specifically, the Department Chair will (a) perform an independent evaluation of the applicant, (b) recommend to the Dean whether or not the applicant merits tenure and/or promotion, and (c) include an evaluative statement of the applicant's performance. **Deadline: 10/21/22**
- (5) The Department Chair will communicate to the applicant in writing the results of the evaluation. Specifically, the Department Chair or the Department Chair's administrative assistant will upload and submit the chair's letter to the applicant in *Faculty Success*. In cases where either of the recommendations (the department APT committee's or Department Chair's) is negative, the chair will explain in the letter—within the limits required to preserve confidentiality—the reasoning behind the negative recommendation(s) and inform the applicant that he or she may request reconsideration. **Deadline: 10/28/22**

### **Reconsideration at the Department Level**

In the event of a negative recommendation, the following procedures will be observed:

- (1) An applicant who wishes to have any negative department recommendation reconsidered submits a written request for reconsideration in *Faculty Success*. In the written request for reconsideration, the applicant may address any issue that he or she deems appropriate and may also present new information in support of the request for reconsideration. **Deadline: 11/11/22**
- (2) The department APT committee reviews the applicant's request for reconsideration and the committee chair submits the Section II (Reconsideration) form in *Faculty Success*. **Deadline: 11/18/22**

- (3) The Department Chair reviews the applicant's request for reconsideration and submits the Section III (Reconsideration) form in *Faculty Success*. **Deadline: 11/21/22**
- (4) The Department Chair communicates to the applicant in writing the results of the department's reconsideration evaluation. Specifically, the Department Chair or the Department Chair's administrative assistant will upload and submit the chair's letter to the applicant in *Faculty Success* and then forward the file to the school/college APT committee to complete the Section IV form. **Deadline: 11/25/22**

### **School/College Level**

The school/college level review will observe the following procedures, notifying the candidate of the results of the review within six weeks of having received the application file:

- (1) Members of the school/college APT committee will receive an email from Watermark Faculty Success <[dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com)> informing them that the applicant's file is available for their review. The subject line will include the applicant's name and the phrase "Invitation to Review". (Please add [dmworkflow@watermarkinsights.com](mailto:dmworkflow@watermarkinsights.com) to your approved senders list in order to ensure the email is not sent inadvertently to spam.) Specifically, the committee will receive the complete file of the applicant (i.e., the application, the four external review letters, the recommendation forms of the department APT committee and the chair, as well as all correspondence and recommendation forms resulting from a request for reconsideration) for school/college-level review in *Faculty Success*.
- (2) Once the college APT committee members have reviewed the applicant's file in *Faculty Success*, the APT committee chair will call a meeting of the APT committee for the announced purposes of evaluating the applicant's performance and voting whether or not to recommend tenure and/or promotion.
- (3) In *Faculty Success*, the college APT committee chair will (a) provide the required evaluative statement of the applicant's performance, (b) record the vote, (c) record the committee's recommendation, and (d) transmit the results, along with the application file to the Dean. **Deadline: 12/15/22**
- (4) In *Faculty Success*, the Dean will (a) perform an independent evaluation of the applicant, (b) recommend to the Provost whether or not the applicant merits tenure and/or promotion, and (c) include an evaluative statement of the applicant's performance. **Deadline: 1/15/23**
- (5) The Dean will communicate to the applicant in writing the results of the evaluation. Specifically, the Office of the Dean will upload the Dean's letter to the applicant. In cases where either of the recommendations (the college APT committee's or Dean's) is negative, the Dean will explain in the letter—within the limits required to preserve confidentiality—the reasoning behind the negative

recommendation(s) and inform the applicant that he or she may request reconsideration. **Deadline: 1/20/23**

### **Reconsideration at the School/College Level & FCG Appeal**

In the event of a negative recommendation, the following procedures will be observed:

- (1) An applicant who wishes to have any negative college-level recommendation reconsidered submits a written request for reconsideration in *Faculty Success*. In the written request for reconsideration, the applicant may address any issue that he or she deems appropriate and may also present new information in support of the request for reconsideration. **Deadline: 2/3/23**
- (2) The college APT committee reviews the applicant's request for reconsideration and submits the Section IV (Reconsideration) form in *Faculty Success*. **Deadline: 2/10/23**
- (3) The Dean reviews the applicant's request for reconsideration and submits the Section V (Reconsideration) form in *Faculty Success*. **Deadline: 2/15/23**
- (4) The Dean communicates to the applicant and the department in writing the results of the college's reconsideration evaluation. Specifically, the Office of the Dean will upload the Dean's reconsideration letter to the applicant in *Faculty Success*. In the case of a negative decision by the Dean and/or the committee, the letter shall (a) explain fully the reasons for the negative reconsideration recommendation, and (b) advise both the applicant and the department of their right to appeal to the Faculty Grievance Commission. **Deadline: 2/17/23**
- (5) The Department Chair indicates whether the department is in favor of submitting an FGC appeal and, if so, submits the department's written appeal in *Faculty Success*. **Deadline: 2/24/23**
- (6) The faculty member indicates whether he or she is interested in submitting an FGC appeal and, if so, submits his or her written appeal in *Faculty Success*. **NOTE:** The employment of a faculty member who is denied tenure and who has an active appeal before the FGC will be extended by temporary appointment until the appeal process is complete, or up to one year from the denial of tenure, whichever is shorter. **Deadline: 3/10/23**
- (7) The FGC concludes its review and notifies the applicant and the Dean in writing of its final recommendation with an appropriate explanation. If the FGC does not recommend reconsideration, the original application file and its supporting documentation, along with all correspondence and recommendations associated with requests for reconsideration and the appeal to the FGC, will be forwarded to the Provost to complete the review process. If the FGC does recommend reconsideration, the school/college will complete the appropriate review within two academic weeks. **Deadline: 4/10/23**
- (8) The school/college APT committee completes its final review and submits the Section IV (Final Reconsideration) form in *Faculty Success*. **Deadline: 4/14/23**
- (9) The Dean completes final review and submits the Section V (Final Reconsideration) form in *Faculty Success*. **Deadline: 4/19/23**

- (10) The Dean communicates to the applicant and the chair of the FGC in writing the results of the college's final reconsideration evaluation. Specifically, the Office of the Dean will upload the Dean's final decision letter to the applicant in *Faculty Success*. In the case of a negative decision by the Dean and/or the committee, the letter shall explain fully—within the limits required to preserve confidentiality—the reasons for the negative recommendation. **Deadline: 4/21/23**

### **University Level Review**

The university level review will observe the following procedures, notifying the Dean of the President's final decision within seven weeks of receipt of the application file from the Dean:

- (1) Following the school/college review and the conclusion of all requests for reconsideration and appeals, the Dean will forward the complete application file, as well as all recommendations produced at the departmental and the school/college levels, along with all other documents pertinent to the case, to the Provost in *Faculty Success*. The Provost will review and evaluate the application file and submit a recommendation to the President.
- (2) Within seven weeks of receipt of the application file, the Provost will notify the Dean of the President's final decision. **Deadline: 6/9/23**
- (3) The President will present to the Board of Trustees for approval the candidates recommended for tenure and promotion. Following the Board's approval, the President will notify the applicant and the Dean. In cases where the President does not recommend an applicant to the Board for approval, the President or his/her designee will explain, within the limits set by the need to preserve confidentiality, to the applicant and the Dean the reasons for the negative recommendation.